



ROCKLEDGE FAÇADE IMPROVEMENT GRANT PROGRAM

Program contact:

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INTRODUCTION

Matching grants are available to Rockledge Community Redevelopment District residential and commercial property owners for rehabilitation and improvements to building façades, signage and landscaping. Eligible projects may receive grant awards, with no single grant to exceed \$10,000.00. City staff, including the Redevelopment Specialist, Planning Director and the City Manager or his designee, will review applications and provide a recommendation for approval of, modifications to, or denial of a grant request to the Rockledge Community Redevelopment Agency Board of Commissioners (Board). Outstanding projects that require additional funds may be considered by the Board for further consideration and approval. **Final approval of all grants and funding amounts shall be made by the Board.**

WHO CAN APPLY

Any residential or commercial property owner, owner/agent or tenant within the Rockledge Community Redevelopment District can apply. An owner/agent or tenant of a property may apply, with a letter of authorization from the property owner. Tenants that are part of a multi-tenant center may apply with approval of the center's owner.



PROGRAM GUIDELINES

Applicants will be considered on a first-come, first-served basis. Grant awards will be based on the project's aesthetic contribution to the Redevelopment District and the City and evaluated on the following criteria:

- 1) Consistency of the project with established architectural and site design guidelines, including style, color and features
- 2) Consistency with established priorities, which include:
 - a. Major renovation
 - i. rehabilitation or restoration of existing façades, which includes painting, removal of old or worn stucco, wood or metal surfaces, and any superficial treatment to the exterior front face or visible sides of the building
 - ii. removal and replacement of front façades, particularly covering the fronts of flat roof or mansard-type roof systems, new windows/window treatments, new doorways, and removal of substandard structural elements of the façade
 - b. Connections to the sidewalks and other public areas
 - c. Incorporation of outdoor eating areas
 - d. On-site landscaping along the front and sides of a property to improve the visual appearance of the business
 - e. Ensuring that the business is in compliance with the Americans with Disabilities Act (ADA) regulations for exterior accessibility
 - f. Parking lot improvements **when coupled with other beautification elements**, such as building, signage, lighting, fencing or landscaping improvements
 - g. Installation, removal or replacement of signs to be in conformance with the Land Development Regulations and Redevelopment Mixed Use (RMU) zoning district design guidelines
 - h. Other actions that City staff and/or the Board believe will improve the building's usefulness

Note: All project elements must be completed and accepted by City staff before reimbursements will be made. Copies of cancelled checks or affidavits of payment must be provided in order to receive reimbursement.



PROCEDURE

- 1) Applicants have two options for completion of improvements as outlined below:
 - a. **Licensed Contractor Option – Applicants must obtain two quotes (estimates) for each item to be subcontracted** by the applicant. If the applicant chooses to retain a licensed contractor, City staff reserves the right to suggest a contractor based upon experience and price and encourages, but does not require, the use of contractors and staff with offices located in the City of Rockledge. If a licensed contractor is retained, the contractor shall be licensed and bonded according to Florida state laws and the laws of Brevard County and the City of Rockledge. The Community Redevelopment Agency (Agency) will reimburse at 50 percent of the project cost, up to \$10,000.00, if the applicant utilizes this option.
 - b. **Owner/Builder Option** -- If the applicant chooses not to retain a licensed contractor, **the applicant must sign the City’s “Owner/Builder Application for Contractor Exemption” and understand that the applicant assumes all liability for the project.** Applicants will be reimbursed for the cost of design and engineering studies and the cost of materials at 100 percent, up to \$10,000.00. With this option, there is no reimbursement for labor costs.
- 2) Applicants will meet with City staff to present their project, review the proposed improvements and review application materials and requirements.
- 3) Applicants are required to submit a completed application, “Supporting Data Checklist” and “Owner/Builder Application for Contractor Exemption” (if applicable), and at least one photograph of the structure/property in its current condition, along with all requested supporting documentation, to the Community Redevelopment Agency (Agency). The photograph(s) can be emailed if in electronic format.
- 4) City staff will evaluate the application in order to determine if the applicant meets the program guidelines.
- 5) If it is determined that the proposed project meets the outlined program guidelines, the project will be placed on the Board’s agenda.
 - a. City staff will make a recommendation to the Board to approve the project, approve it with conditions, or deny the application.
 - b. Applicants are encouraged to attend in the event there are questions or concerns with regard to the project.
 - c. Generally, the Board meets the fourth Wednesday of each month. (Note: meeting dates and times are subject to change)
- 6) The Board will vote on whether to fund the proposed project and can either approve it, approve it with conditions, or deny the application.
- 7) Upon approval by the Board, written notice in the form of a Notice to Proceed will be sent to the property owner and work can commence - **no work shall begin until written notice is received.**



- 8) The applicant shall have one year from the date of the written notice to complete the work. After one year, the grant will be closed out unless an extension has been granted by the Board.
- 9) The applicant is responsible for obtaining any permits required to do the project. **Grant funding cannot be used for the cost of permitting.**
- 10) Documents required for payment include a copy of the canceled check (front and back) and a copy of a valid invoice from the service provider(s). **Work paid for with cash will not be reimbursable.**
- 11) Once application is made by the applicant for payment, City staff will have up to 15 days to inspect the job for completeness. If work is insufficient, the applicant shall have 30 days to correct the problem. **The Board will not pay for any work done to correct the problem, and it will be at the applicant's expense.** If, after 30 days the problem is not corrected, or if the Board has not been contacted with an explanation of the delay, the façade grant will be forfeited, and no money will be paid.
- 12) Prior to reimbursement, the applicant will provide at least one photograph of the structure/property in its renovated condition. The photograph(s) can be provided in electronic format or hard copy.
- 13) Upon acceptance and approval, the Board will reimburse the applicant for an approved/paid bill, with the maximum contribution of the Board being \$10,000.00. A Federal Tax Identification Number or Social Security number will be required for tax purposes.
- 14) Any unapproved changes will void the grant. If the applicant decides to change the project after approval, they must contact City staff and have any proposed changes approved in writing.



SUPPORTING DATA CHECKLIST

The following Data Checklist must be submitted with the application. **At least one photograph of the property/structure in its current condition must be included** as part of the application package. The photograph(s) can be emailed if it is in electronic format.

Paint:

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors
- Indicate where each color will be used
- Submit two written estimates from painting contractors or an estimate for the cost of all materials

Facade - Non-Structural Alterations:

- Provide a rendering (depiction) of changes, including paint colors, material samples or products where applicable
- Submit two written estimates from contractors or an estimate for the cost of all materials

Façade - Structural Alterations / ADA Compliance Features:

- Provide sealed drawings from certified professional
- Provide samples of exterior products to be used
- Submit two written estimates from contractors or an estimate for the cost of materials

Landscape Grant:

- Landscape plan, drawn to scale on a site survey, fully dimensioned, with plant list, location, irrigation plan, etc.
- Denote parking lot improvements, if any, on the plan
- Submit two written estimates from landscape contractors or an estimate for the cost of plant materials

Outside Connectivity Elements:

- Provide a scaled drawing showing locations of all elements to be placed
- Submit two written estimates from contractors or an estimate for the cost of all materials

New, Rehabilitated or Replacement Signage:

- Provide scaled drawings showing size, colors, features, etc.
- Provide samples of materials to be used on the sign as required
- Show a site plan for sign placement, lighting, landscaping, etc.
- Submit two written estimates from sign contractors or an estimate for the cost of all materials



Façade Improvement Grant Program Application

Licensed Contractor Option _____(check here) Owner/Builder Option _____(check here)

Property Owner's Name

Property Address

Mailing Address

Phone Number _____ E-mail Address: _____

Type of façade or landscape improvement proposed (note all that apply). The Supporting Data Checklist and photograph(s) must be included with application package (photograph(s) can be emailed if in electronic format), along with plans, specifications, samples, etc. The applicant shall review the project and application with City staff prior to submittal.

Painting (approx. square footage) _____

Structural Alterations _____

Cosmetic Alterations: (moldings, etc.) _____

Landscape Modifications _____

Signage _____

Total Estimated Cost of Project \$ _____

Match not to exceed \$ _____

Note: Owner may only apply for one matching grant in a given fiscal year. Façade, signage or landscape improvements, or any combination thereof, may all be part of the application.



Owner Certification

I hereby submit the attached plans, specifications and samples for the proposed façade improvement project and understand that the Rockledge Community Redevelopment Agency Board of Commissioners must approve them. I understand that no work shall begin until I have received written approval from the Board. I further understand that the project must be completed within one year from date written approval is received, unless otherwise approved or extended. **I further understand that if I choose not to retain a licensed contractor, then I must sign the City’s “Owner/Builder Application for Contractor Exemption” and understand that I assume all liability for the project.** I understand that grant monies will not be paid until the project is completed. I agree to leave the completed project in its approved design and colors for a period of five years from the date of completion. I also understand a Federal Tax Identification Number must be provided to the City of Rockledge for tax purposes.

Owner Signature

Date



ROCKLEDGE FAÇADE IMPROVEMENT GRANT AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 20____, by and between the ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY BOARD OF COMMISSIONERS and _____ (Applicant).

WHEREAS, Applicant has made application for a grant with the Rockledge Community Redevelopment Agency Board of Commissioners under the Rockledge Façade Improvement Grant Program; and

WHEREAS, the Rockledge Community Redevelopment Agency Board of Commissioners has approved said application.

IT IS HEREBY AGREED AS FOLLOWS:

- 1) Applicant agrees to rehabilitate its building façade and/or provide additional onsite landscaping and other elements consistent with the application submitted to the Agency, which is attached to this Agreement as Exhibit "A".
- 2) In consideration of same and upon satisfactory completion, the Agency will reimburse Applicant _____ percent of the total project costs in the amount of \$_____. **In no event shall the Agency pay more than \$10,000.00.**
- 3) Applicant, its successors or assigns, agrees to maintain the improvements for a period of five years from completion. Should applicant, its successors or assigns, fail to maintain said improvements for a period of five years, applicant, its successors or assigns, shall be obligated to reimburse the Agency the full amount of grant funding contributed by the Agency under paragraph 2 of this Agreement.
- 4) In any dispute arising between or among the parties, the losing party shall pay to the prevailing party reasonable costs and expenses incurred in connection with any suit as determined by the court at all trial and appellate levels.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first stated above.

APPLICANT

ROCKLEDGE COMMUNITY REDEVELOPMENT AGENCY

By: _____

By: _____

Print Name: _____
Applicant

Print name: _____
Chairman, Rockledge Community Redevelopment Agency Board of Commissioners